



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Discipline	AUTHORIZED BY:
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General Statement

The Office of Administration's disciplinary process is based on the concept of progressive discipline. Progressive discipline is predicated on the idea that employees have been informed of disciplinary action will be taken if violation of the rules/policies of the organization occur. The following are examples of disciplinary actions that may be taken: oral reprimand, written reprimand, administrative probation, suspension, demotion and dismissal.